

CONSTITUTION
OF THE
FEDERAL EMPLOYEES GOLF ASSOCIATION
CONSTITUTION AND BY-LAWS

ARTICLE I - NAME

The name of this association shall be the Federal Employees Golf Association (FEGA); the principal office shall be in Portland, Oregon.

ARTICLE II - PURPOSE

FIRST: To stimulate interest in golf by Federal employees by bringing together a group of golfers desirous of forming a golfing organization.

SECOND: The purpose of FEGA shall be to create, develop, and maintain the support of golf and to foster and encourage good fellowship and a spirit of sportsmanship. The Association shall also promote and conserve the best interests and true spirit of the game of golf as embodied in its ancient and honorable traditions. Each member shall be entitled to equal consideration in all activities of the FEGA.

THIRD: To encourage conformance to the USGA Rules of Golf by creating a representative authority.

FOURTH: To maintain a uniform system of handicapping as set forth in the USGA Handicap System and issue USGA Handicap indexes to the members.

FIFTH: To provide an authoritative body to govern and conduct FEGA competition.

SIXTH: Projects and ideas promoted or recognized by FEGA shall be consistent with the Constitution and by-laws of The Associates.

ARTICLE III - MEMBERSHIP

Section 1. Any person, who is eligible to be a member of the Associates and their family members, are eligible for membership in FEGA. A paid membership in FEGA also includes a membership in the Associates and the Oregon Golf Association (OGA). The membership in the Associates applies to all except the family members.

Section 2. Membership shall be available to all men and women 18 years of age or older. There shall be at least 10 members with a maximum membership of 300. At least 50 percent of the membership shall consist of Federal employees and Federal retirees.

Section 3. Membership in FEGA is individual and non-transferable.

Section 4. Only golfers with a reasonable and regular opportunity to play golf with fellow members and who can personally return scores for posting may be members and receive USGA Handicap Indexes from FEGA.

Section 5. Membership confers no voice in the operation of any golf courses, clubhouses or any facilities of the courses.

Section 6. Membership confers no special privileges in connection with any golf course.

Section 7. Membership in FEGA is for a calendar year, with all memberships expiring on December 31.

Section 8. Applications for membership in FEGA shall be sent directly to the Membership Director.

Section 9. The Board may confer honorary memberships upon those whom they feel have contributed to the advancement of golf. The unanimous affirmative vote of the Board shall be required to approve such action. Honorary membership must be re-affirmed annually.

Section 10. The fiscal year for the club will be January 1st through December 31st.

Section 11. In the event that any member of FEGA shall commit an act which reflects discredit or disrepute FEGA, or shall refuse or neglect to comply with the rules and regulation adopted by the Board or the duly appointed officers, then such member shall be subject to suspension or expulsion. The member would then have the right to a fair hearing before the Board at any regular meeting or special meeting called for such purpose. A two-thirds vote of the Board is required to approve such action.

Section 12. The annual meeting of the FEGA shall be held at the beginning of the season. The Board shall be responsible for the holding the meeting and any other meetings as may be deemed necessary or desirable.

Section 13. The Board shall establish all membership fees and dues in such amounts as they deem to be adequate to operate and maintain FEGA.

ARTICLE IV – BOARD OF DIRECTORS

Section 1. Management of FEGA shall be vested in the Board. The Board shall consist of seven FEGA members in good standing and they shall exercise all powers of management of FEGA not specifically excepted by these by-laws.

Section 2. The Board shall meet at such times and places as they may select and a majority of the Board shall constitute a quorum at any meeting.

Section 3. The Board shall elect a President, Vice President, and a Secretary/Treasurer. The President shall preside over meetings of the Board.

Section 4. The Board shall be responsible for all FEGA activities, including, record keeping but may call upon the general membership for whatever assistance is necessary.

Section 5. The Board shall settle any disputes arising from distribution of prizes or the normal functions of administration, and shall arrange the time and place for any playoffs necessitated by reason of tie scores during Sweepstakes events.

Section 6. In the event a Board member resigns or is unable to complete a term of office; the remaining Board members will declare the position vacant and may elect a successor by majority vote to hold office for the unexpired term of the vacant position.

ARTICLE V – ELECTION OF OFFICERS

Section 1. The President will appoint an Election Director immediately following the annual Sweepstakes Tournament. The Election Director will request nominations from the membership and prepare a ballot to be sent to the membership.

Section 2. Elections shall be by ballot distributed to each member in good standing. The elections will be held by October 15 of each year and the results will be published the first week in November, at which time the new board members will assume their duties.

Section 3. All Board members will serve for a term of three years and may run for reelection for a maximum of two terms.

Section 4. The Board will elect a President, Vice President and a Secretary/Treasurer by a vote of the Board after the Election Director has published the results of the election. The office of President and Vice President will be for a term of one year. If the outgoing President/Vice President still has remaining time on the Board, they will finish that term and can run for reelection on the Board if they are qualified.

ARTICLE VI - AMENDMENTS

Section 1. The Constitution or Rules and Regulations may be amended or rescinded by the membership or the Board. If the action is before the membership, a two-thirds affirmative vote of those

voting is required to amend or rescind. Notice of proposed action shall be given at least a two-week comment period before the vote is taken. If it is deemed necessary, the Board may call a general membership meeting.

Section 2. If the action is before the Board, an affirmative vote of five members of the Board is required. The action must be referred to the membership if three members of the Board so request. The vote of the membership shall be recorded on the amendment or the vote by Board member shall be recorded on the amendment.

ARTICLE VII – RULES AND REGULATIONS

Section 1. FEGA members will abide by USGA rules and local course rules. Members will acquaint themselves with USGA rules. The Board will not recognize ignorance of these rules if the golfer is confronted with an infraction of any rule. Violation of any rules may result in disciplinary action by the Board, which may include forfeiture of all awards and prizes. All USGA Rule disputes will be presented to the USGA Rules Director for a ruling. If this ruling is not satisfactory, a request for clarification will be sent to the OGA. All parties involved will accept the OGA response.

Section 2. When playing a FEGA designated course, all golfers must declare that the round is going to be either a counting round or a non-counting round prior to teeing off at the first tee. If it is a non-counting round the round must still be posted on the OGA handicap computer by the player or sent to the FEGA Handicap Chairman for him/her to post.

Section 3. During FEGA events, golfers are on the honor system. FEGA counting rounds must be played with a minimum of two current FEGA members in the group and the round posted in the FEGA scorebook located at the Pro Shop. The card must be dated, signed and attested by another member of the foursome and left in the book. MEMBERS SHOULD NOT POST THE ROUND ON THE OGA COMPUTER.

Section 4. FEGA members will play from the regular designated tees for men and women unless otherwise specified prior to the tournament. All putts must be holed out.

Section 5. All counting rounds must be posted in the FEGA Score Book that is at each designated course. The score posted should be the total gross score, current course handicap, net score and the adjusted score (your gross score minus any high scores adjusted in accordance with the Equitable Stroke Control (ESC) instructions posted in the Score Book). The scorecard must be dated, signed and attested and placed in the Score Book. MEMBERS SHOULD NOT POST THE SCORE ON THE OGA COMPUTER.

ARTICLE VIII - AWARDS

Section 1. Regular Awards:

Three balls each for low gross and low net for each flight (including all ties). Two balls each to second low gross and low net (including all ties) and one ball for third and fourth low net for each flight. Awards will be given in either net or gross, but not in both to the same individual.

Section 2. Special Awards (during non-block time play and during a declared FEGA round):

A. Eagles, Double Eagles and Hole in ones.

<u>Flight</u>	<u>Eagle</u>	<u>Double Eagle or Hole-in-one</u>
A & N	6 balls	12 balls
B	6 balls	12 balls
C	6 balls	12 balls
D	12 balls	12 balls

B. KP - any hole in regulation

<u>Flight</u>	<u>Feet from the hole</u>	<u>Award</u>
A	4	1 ball
B	6	1 ball
C	6	1 ball
D	8	1 ball

Section 3. Block Time Awards:

The Board and the Tournament Committee Chair will determine Block time awards depending on the event selected to be played.

Section 4. Season awards:

To qualify for season low gross and low net awards, a member must play a minimum of nine counting rounds. Awards for each flight (except 'N') will be based on the lowest Gross and lowest Net scores for all players that meet the minimum number of rounds played. Awards will be based on using the USGA/GHIN Tournament Pairing Program (TPP 2000) to track all official FEGA rounds played to determine the players in each flight that have the low gross and low net scores.

The award for the overall low net score will go to the member with the lowest net score over a minimum of nine rounds without regard to flight.

There will be an award for the most improved player of the year (male and female). A minimum of nine rounds must be posted to qualify for this award. This award is based on an improved handicap.

ARTICLE IX – HANDICAPPING AND FLIGHTS

Section 1. All handicaps will be based on the current USGA ESC Handicap System in accordance with current USGA rules. A minimum of five rounds must be posted for an individual to be given a handicap. These rounds can be from any USGA certified course. The USGA Golf Handicap and Information Network (GHIN) will be used to compute handicaps for all FEGA members.

Section 2. Flights will be on a permanent basis during the season as follows:

Flight A	0-15
Flight B	16-21
Flight C	22-27
Flight D	28-36/40*
Flight N	No Established Handicap

*Maximum handicap for men is 36 and for women it is 40, as established by the USGA.

ARTICLE X - DUTIES OF OFFICERS AND ACTIVITY DIRECTORS OF THE FEGA

Section 1. Office of the President

Duties:

- A. Preside over the Board, carry out recommendations and administer policies established by the Board.
- B. Present complaints and recommendations transmitted by the membership and others to the Board.
- C. Execute all legal documents, including letters of intent and correspondence, committing FEGA to courses of action or obligations. This authority may be delegated to an Activity Director or other officer.
- D. Act as the USGA Rules Director
- E. Appoint Activity Directors (by December 31).
 - 1. Golf Course Director
 - 2. Handicap Director
 - 3. Publicity Director
 - 4. Distribution Director
 - 5. Tournament Director
 - 6. Sweepstakes Director (vice-president)
 - 7. Election Director (after season)
- F. Maintain the Official Record Book of the FEGA.
- G. Coordinate the FEGA activities to insure a successful golf season and provide necessary liaison with the Associates and other affiliated organizations.

- H. Call a meeting of the Board of Directors (by December 31) and when deemed necessary by events.
- I. Call a meeting of the Board and Activity Directors (by January 31)
 - 1. Distribute copy of duties to each Activity Director. Make sure each Director and Board member understands their assignment.
 - 2. Discuss and resolve publicity factors and distribution of balls and OGA cards.
 - 3. Approve final schedule of tournament play.
- J. Publish memo to all FEGA members (by February 15). This memo should include:
 - 1. Introduce Officers and Board members
 - 2. Introduce Activity Directors
 - 3. Rules (call attention to new rules or changes)
 - 4. Tournament schedule.
- K. Send memo to The Associates Sports Chairperson requesting annual grant of funds to be sent to FEGA Treasurer (during April).
- L. Meet with Sweepstakes Manager to review Sweepstakes plans (during July and August).
- M. Appoint Election Director (after season).
- N. Turn Official Record Book over to new President (after elections).

OFFICIAL RECORD BOOK:

- A. Permanent Records.
 - 1. Constitution (latest published revision)
 - 2. Rules and Regulations (latest published revision)
 - 3. Roster of each year's Officers and Board Members
 - 4. Duties of Officers and Activity Directors (latest revision)
- B. Temporary Records:
 - 1. Minutes of meetings of the Board
 - 2. Amendments to the Constitution or Rules and Regulations that have been adopted but not yet published.
 - 3. Copies of all correspondence that pertains to FEGA business

The temporary records will consist of the four previous years' plus the current year's business. The incoming President will have the records of the last five years' of FEGA business for guidance. Each succeeding President will destroy the older records.

Section 2. Office of the Vice President

Duties:

- A. Serve in the event of the absence or inability of the President.
- B. Serve as a member of the Board.
- C. Serve as Sweepstakes Manager.

Section 3. Secretary/Treasurer

Duties:

- A. Maintain the FEGA accounting records.
- B. Maintain the FEGA bank checking account.
- C. Receive and disburse funds for FEGA business.
- D. Report annually to the President and the Board the income and expenditures during the golf year and the balance.
- E. Serve in the event of the absence or inability of both the President and Vice President.
- F. Transfer checking account signature authority from outgoing President and Treasurer to current officers (after appointment).
- G. Deposit the Associates grant to FEGA account.
- H. Issue checks for expenses.
- I. Deposit money received from Sweepstakes ticket sales to FEGA account.
- J. Arrange for season and Sweepstakes trophies.
- K. Issue checks to cover Sweepstakes expenses.
- L. Assure an account balance capable of buying award balls for first two tournaments next year.
- M. Provide a balance sheet to the Board at each meeting and at the end of the season (after the Sweepstakes tournament). The balance sheet should be substantially in the form of the attached document.

Section 4. Membership/Publicity Director

Duties:

- A. Serve in an advisory capacity and as a clearinghouse for publicity.
- B. Submit articles to Watts News concerning FEGA activities, meetings, tournaments, sweepstakes, and members.
- C. Deposit money collected from membership dues to FEGA account.
- D. Maintain a list of current members

Section 5. Golf Course Director

Duties:

- A. Select tentative schedule for tournaments.
- B. Call each course, explain and ask for information on:
 - 1. Possible conflicts during that period.
 - 2. Course rating and tees members should use.
 - 3. If a letter of confirmation is required.
 - 4. Ask the course to inform you if conflicts occur later in the year.
 - 5. Policy on reservations, times needed, times unavailable, etc.

6. Prepare a schedule with comments on each course for Board approval (by January 31). Each course should be open for a four-week period with a new course opening every two weeks.
7. Appoint a Course Manager for each tournament and coordinate their activities.
8. Keep alert for problems during the season that might require a change of schedule.

Section 6. Course Managers

Duties:

- A. Obtain the Score Book from the Handicap Director.
- B. Take the Score Book to the golf course designate to be played prior to play starting. Brief course employees on the reason the book is there and how long it should be there.
- C. Retrieve Score Book from the golf course following tournament play and return to Handicap Director as soon as possible.
- D. If a Course Manager is unable to fulfill these duties, it is the responsibility of the Course Manager to arrange for an alternate to assume these duties as far in advance as possible. The Golf Course Director should advise the Course Manager of any change.
- E. Attempt to obtain prizes from the golf course for use as door prizes at the award banquet and forward the prizes to the Sweepstakes Manager (or Prize Coordinator).

Section 7. Tournament Director

Duties:

- A. Set up Block Time events.
- B. Arrange for courses for the block time events to be held.
- C. Prepare a tournament notice with block time rules and contests (Long Drive, KP, and Long Putt) for players.
- D. Arrange members' tee times as directed in the tournament notice.
- E. Arrange for first group to take contest markers.
- F. Arrange for last group to retrieve contest markers.
- G. Forward contest winners along with score cards and list of teams playing block time to Handicap Director.

Section 8. USGA Rules Director

Duties:

- A. Be the authority on the rules of golf for FEGA.
- B. Settle all rule disputes between or among players.
- C. If an appropriate settlement is not obtained, the rule dispute in question will be taken to the OGA for settlement.

Section 9. Handicap Director

Duties:

- A. Maintain a roster of FEGA members and their USGA indexes.
- B. Act as custodian of the three scorebooks.
- C. Obtain scorebook from the Course Manager.
- D. Input scores into GHIN Handicapping System.
- E. Prepare tournament results consisting of prize list and new handicaps within one week of the ending date of the tournament course.
- F. Forward tournament results to the Distribution Director for distribution to the members.
- G. Prepare scorebook for its next tournament.

Section 10. Distribution Director

Duties:

- A. Arrange for distributors in each agency as necessary.
- B. Stock golf balls for distributors to distribute as prizes based on prize list received from Handicap Director.
- C. Distribute to Distributors any material for FEGA members.
- D. Maintain a current list of all current members and their distributor.

Section 11. Election Director

Duties:

- A. Appointed by the President at the end of the season and is a member in good standing.
- B. Determine how many Board members are needed for the next election.
- C. Send a request to the membership for volunteers to run for the open board member positions.
- D. In accordance with FEGA Constitution, the Election Director will prepare ballots with sufficient candidates to fill all vacant Board positions.
- E. The Election Director will have the authority to nominate additional candidates for the ballot when, in his/her judgment, such actions would be in the best interests of the FEGA.
- F. Have ballots distributed to each member. The elections will be held by October 15 of each year. Ballots are to be returned to the Election Director for tallying.
- G. Notify the President of the election results so they can be published by the first week of November.

Section 12. Sweepstakes Manager (Serving Vice President)

Duties:

- A. Take charge of planning the annual sweepstakes tournament and Awards Banquet.
- B. Arrange details and agreements with golf course for use of course and banquet facilities. Arrange for the catering of the banquet. The President will sign any agreements with the golf course.
- C. Appoint a committee to help with the following jobs. (Board members should be the primary members of this committee, however other members can help with any of the following jobs):
 - 1. Establish foursomes and starting times.
 - 2. Record scores at end of tournament.
 - 3. Order trophies (usually performed by the Treasurer) and other awards.
 - 4. Advertise tournament (usually performed by Publicity Director).
 - 5. Obtain door prizes (appoint a Prize Coordinator).
 - 6. Make pay ball and honey pot contests available.
 - 7. Sell raffle tickets
 - 8. Determine other events associated with Sweepstakes play.
- D. Hold committee meeting to review Sweepstakes plans (during July and August).
- E. Publish memo for members concerning Sweepstakes rules, trophies, prizes, and reminders.
- F. Prepare a recap of the event for the President after the tournament. The President will forward a copy to the Publicity Director for Watts News.

DATE		FEDERAL EMPLOYEES GOLF ASSOCIATION TREASURER'S REPORT			
Beginning balance as of (date)					\$\$\$
	Description of deposits:	Date	Amount	Check #	
Deposits					
Total deposits:					\$\$\$
Expenses:	Description of expenses:				
Total expenses:					\$\$\$
Ending Balance as of (date)					\$\$\$
Submitted by:					